

Violations of these regulations will result in removal of improperly posted signs and possible loss of posting privileges for the semester and/or other restrictions as may be determined by the assistant dean of students. Clubs and organizations and/or individuals will be charged for costs incurred in removal or repair of improper posting.

VIOLATIONS OF UNIVERSITY REGULATIONS

Violations of "Campus Publicity and Posting Regulations," which also violate Student Conduct and Discipline Regulations will be referred to the director of Judicial Affairs, Brotman Hall, room 377, (562) 985-5270.

USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of buildings, facilities or grounds by campus and off-campus groups and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing university policies regarding meetings, activities and programs. (See *CSULB Campus Regulations*, REG IX, Section A.)

A signature of the responsible officer of the organization or individual on the Event Reservation form, Program and Regulation Clearance form or Use of Facilities form, attests to the acceptance of responsibility for observing university regulations.

AUTHORITY AND EXCEPTIONS

These regulations are issued by the vice president for student services under the authority of the campus president.

The Office of the Associate Vice President/Dean of Students is designated to authorize the use of facilities and grounds for campus activities and organizations.

The administration for these Campus Publicity and Posting Regulations is provided by the assistant dean of students, USU-217, (562) 985-7547. Exceptions may be requested via the Program and Regulation Clearance process available to students from SLD, USU-215, or available to faculty/staff from USU Conference and Events Center, USU-221.

RESOURCES

1. **7th Street Marquee** (electronic marquee) Contact Parking, Transportation and Event Services, (562) 985-8390.
2. **ASI Communications** (flyers, posters, banners, other promotional materials) USU-235, (562) 985-4353. www.csulb.edu/asi
3. **Campus Copy Center** (copying flyers, posters) located inside the Bookstore, (562) 985-5050. www.csulb.edu/bookstore
4. **Daily Forty-Niner** (newspaper) Contact the editor, (562) 985-8001, SS/PA 004, www.daily49er.com
5. **Inside CSULB** (faculty/staff newsletter) Contact University Publications, BH-276, and (562) 985-5453. www.csulb.edu/insidecsulb
6. **K-Beach** (KBCH campus radio), USU-100, (562) 985-1624. www.kbeach.org
7. **KKJZ** (FM 88.1). Faculty Office (F0-1), (562) 985-2999. www.jazzandblues.org
8. **Long Beach Union** (newspaper), USU-239, (562) 985-4867. <http://lbunion.com>
9. **Residence Halls** (for approval of information tables in the dining hall and approval of flyers to be posted) Contact Housing and Residential Life, (562) 985-4187. www.housing.csulb.edu
10. **Robert C. Maxson Student Organization Center** (Reservations for display cases, USU marquee and hanging banners in USU; supplies for making banners) USU-312, (562) 985-2489 www.csulb.edu/usu/maxsoncenter

For additional information regarding campus publicity and posting policies

CONTACT

Office of Student Life and Development
University Student Union, Room 215, (562) 985-4181

USU Conference and Events Center
University Student Union, Room 221, (562) 985-5205

Division of Student Services
California State University, Long Beach
1250 Bellflower Blvd., Long Beach, CA 90840

AUGUST 2008

CALIFORNIA STATE UNIVERSITY,
LONG BEACH



CAMPUS PUBLICITY *and* POSTING REGULATIONS

2008 – 09

OFFICE OF THE DEAN OF STUDENTS
DIVISION OF STUDENT SERVICES

www.csulb.edu/regs

PRIMARY OBJECTIVE

The objective of these regulations is to provide an orderly, clean and safe university environment. Cooperation is needed to help maintain a campus that is attractive and pleasant for students and visitors and will also provide effective publicity for campus events.

Organizations currently registered with the Office of Student Life and Development (SLD), in the University Student Union, room 215, (562) 985-4181, and committees, commissions and individual students, faculty or staff members are allowed to publicize on-campus events, in compliance with university regulations. Off-campus groups may not publicize on campus without prior approval.

PUBLICITY

Plan publicity and secure all necessary clearances far in advance of events. **An event must be advised, scheduled, confirmed and approved prior to the release of any program publicity.**

IDENTIFICATION OF PUBLICITY

All publicity must state the sponsoring organization, name of program and date, time, location and contact information for the event. Any materials not so identified may be removed.

- Publicity written in any language other than English must also contain an English translation
- Only events approved by the university may include the name of the university in publicity

TIME LIMITS

Material may be posted no more than seven academic days prior to the event and must be removed no later than three days following the event.

HANDBILLS AND CIRCULARS

Distribution of handbills and circulars, exclusive of commercial advertising and not in violation of Campus REGS or the California Penal Code, is permitted on campus. Distribution is not allowed in buildings or parking lots. (See *Campus REGS*, Regulation IX for other restricted areas.) Off-campus individuals must obtain a non-commercial solicitation permit from SLD, USU-215.

KIOSKS

The posting kiosks throughout the campus have been designed to provide publicity for on-campus events and activities. Flyers for posting should be printed on standard 8.5x11 inch paper, and conform to the policies covering all other publicity described in this brochure. Posters on kiosks may not exceed 17x22 inches. Only two flyers per event and/or one poster per event are permitted to be posted on a kiosk. **Commercial posting is not permitted on the kiosks.**

POSTERS ON STAKES

Posters on stakes must be approved by SLD, USU-215. Posters attached to stakes, not to exceed 25 for any one event, may be placed by currently registered organizations to publicize approved events. Posters not to exceed 17x22 inches and not over three feet high from the ground may be placed in grassy areas, with the exception of the hillside next to the USU escalator, and along edges of sidewalks. Stakes may not be placed in flower beds, or in any way that interferes with the irrigation system, or in any manner to block a walkway, driveway or street. Posters on stakes may be placed seven days prior to the event and must be removed within three days following the event.

SPECIAL EVENTS SIGNS AND BANNERS

Approval for posting or display is required by the Office of Student Life and Development. Self-supporting signs not to exceed 3x3 feet or banners not over 3x6 feet may be used to publicize events and must be date stamped PRIOR to posting. There is a limit of five signs or two signs and three banners per event. Banners or signs may be placed seven days prior to the event and must be removed within three days following the event. Signs may be placed in campus grassy areas with the same restrictions as noted for posters on stakes above. One banner may be placed on the railing between the Nugget Patio and the Bookstore, one banner on a USU railing and one banner on the Psychology building vending wall. (See *Campus REGS*, Regulation VI.)

Signs, banners and posters may not be placed within 200 feet of campus entrances.

PERSONAL ANNOUNCEMENT BOARDS

Personal announcements, limited to 8.5x11 inches, may be displayed only on the personal announcement board on the east wall of LA-4. Commercial advertising is not permitted.

UNIVERSITY STUDENT UNION

The posting of flyers and banners in/on the USU building, including railings, requires the approval of the USU assistant director of marketing, USU-312. Obtain the Request for Hanging Banner form from that office. Banners, however, require the approval of SLD first; please go to USU-215.

DISPLAY CASES AND MARQUEE

Display cases in the USU South Plaza and Terrace area are available for a period of one week, one case per event. Permission is requested on the Request for Display Case form, available in the Robert C. Maxon Student Organization Center, USU-312, (562) 985-2489.

The marquee, located east of the USU, may be used to advertise events being held in the USU for a one-day period. Permission is requested on the Request for Use of Marquee form, available in the Robert C. Maxon Student Organization Center, USU-312, (562) 985-2489. A limit of two reservations at a time may be made.

SCHEDULED EVENTS

A schedule of events taking place in the USU and Soroptimist House is maintained at the USU Conference and Events Center in USU-221. The office will have a daily listing of activities and location of scheduled events.

PROGRAMS FUNDED IN PART BY ASSOCIATED STUDENTS

Publicity for events subsidized totally or in part by the Associated Students (AS) must contain the credit, "Funded in part by AS." Contact the AS Government Office at (562) 985-5241 with questions.

POSTING VIOLATIONS

Materials may not be posted on buildings, sculptures, posts, railings, trees, traffic control signs, sidewalks, paved areas, and utility poles, vehicles, in planted garden areas, the hillside next to the USU escalator or newspaper racks. Nothing shall be posted as to obscure previously posted, properly placed materials. Chalking on campus is prohibited. Commercial postings are not permitted on the campus grounds.



CAMPUS SCHEDULING POLICIES and PROCEDURES

2008 – 09

OFFICE OF THE DEAN OF STUDENTS
DIVISION OF STUDENT SERVICES

www.csulb.edu/regs

AUTHORITY AND EXCEPTIONS

These policies and procedures are issued by the vice president for student services, under the authority of the campus president.

The Office of the Associate Vice President/Dean of Students, USU-219, is designated to authorize the use of facilities and grounds for campus activities and organizations and to administer these scheduling policies and procedures. This office publishes the *Campus REGS*.

Exceptions may be requested via the Program and Regulation Clearance process available to students in USU-215, or to faculty and staff in USU-221.

RESOURCES

Associated Students Business Office (562)985-4994
Associated Students Government Office .. (562)985-5241
Athletics Department (facilities scheduling) . (562)985-8561
College of the Arts (facilities scheduling) ... (562)985-4911
Disabled Student Services..... (562)985-5401
The Grand at CSULB (catering) (562)985-4138
Parking, Transportation and Event Services... (562)985-4146
The Pointe in The Walter Pyramid..... (562)985-4187
Safety and Risk Management (562)985-2283
Student Life and Development..... (562)985-4181
University Police..... (562)985-4101
USU Conference & Events Center..... (562)985-5205

For additional information regarding
campus scheduling policies and procedures

CONTACT

Office of Student Life and Development
University Student Union, Room 215, (562) 985-4181

USU Conference and Events Center
University Student Union, Room 221, (562) 985-5205

business days prior, and minor/major events must be cancelled at least 10 business days prior. If a confirmed reservation is cancelled less than 72 hours prior to a scheduled event in the USU or the Soroptimist House, the responsible organization will be charged all personnel costs. If a confirmed reservation is not cancelled and the event does not take place, the organization is liable for payment of all costs itemized on the confirmed Event Reservation form. For cancellations by off-campus groups, refer to the USU Operating Manual.

SCHEDULING VIOLATIONS

Individuals or organizations in violation of scheduling policies, to include physical damage to any facility, will be required to have a conference with SLD staff and/or the venue operator. If the violation occurs in the USU or the Soroptimist House, the conference will be held with the USU director or associate director. The organization will receive a written warning and a charge to cover restitution for damages. Restrictions on the use of facilities may also be imposed or other sanctions as appropriate to the violation.

Scheduling violations which also violate student conduct and discipline regulations will be referred to the director of Judicial Affairs. (See *Campus REGS*, Regulation XX.)

RESERVATION OF USU/SOROPTIMIST HOUSE BY OFF-CAMPUS GUESTS

Scheduling by off-campus organizations or individuals or co-sponsorship with off-campus organizations requires the completion of a Facility Use Agreement prior to any event. The form is available in USU-220. Reservations must be completed six weeks prior to the event. Payments must be submitted one month prior to scheduled event along with any other forms required. Liability insurance is also required.

USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of buildings, facilities or grounds by campus groups, off-campus groups, and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing university policies regarding meetings, activities and programs. (See *CSULB Campus Regulations*, REG IX, Section A.)

A signature of the responsible officer of the organization or individual on the Event Reservation form, PRC form or Use of Facilities form, attests to the acceptance of responsibility for observing university regulations.

GENERAL INFORMATION

The intent of scheduling policies is to assist the scheduling and use of facilities and grounds for campus events. Currently registered campus organizations, Associated Students and university-related departments may schedule in the University Student Union (USU) and Soroptimist House through the USU Conference and Events Center. All events must be scheduled, confirmed and approved prior to the event and prior to any form of advertising. Scheduling of student activities or programs during the final examination period is not permitted.

REGISTRATION OF STUDENT ORGANIZATIONS

Only student organizations that are properly registered with the Office of Student Life and Development (SLD) and in good standing with the university will have scheduling privileges granted to their officers.

Registration includes filing an updated Organization Registration Card (ORC) and the Alcohol Regulation Compliance Agreement. Additional requirements for fraternities and sororities are listed in Regulation I of *Campus REGS*.

Officers wishing to schedule events and reserve facilities must be 1) listed on the ORC, 2) verified as meeting applicable eligibility requirements, and 3) certified as event planners via an SLD Student Organization Orientation and Event Planning Workshop.

STUDENT PROGRAM ADVISING AND CLEARANCE

Prior to reserving campus facilities, advising must be arranged with an SLD advisor or the assistant dean of students. At that time, the Program Regulation and Clearance (PRC) process will be initiated and must be approved prior to the event. All major programs will require additional approval.

Officers wishing to schedule bake sales, general meetings and information tables may contact the USU Conference and Events Center, room USU-221, directly. The PRC process is not required unless the dates requested are past the scheduling deadlines listed in the next section of this brochure.

SCHEDULING DEADLINES

The following deadlines for completion of the PRC process must be met before programs may be confirmed:

- Major programs, concerts, speakers, conferences
 - Four weeks prior to program
- Workshops, seminars, events being catered, hot food sales, student filming
 - Two weeks prior to program
- General meetings, bake sales, information tables
 - Five working days prior to activity

Online event reservation for the USU is available for meeting rooms only and must be submitted no less than five working days in advance.

Failure to meet the above deadlines will result in automatic program cancellation.

MAXIMUM NUMBER OF EVENTS

Campus organizations may have six reservations on the university calendar at one time in addition to weekly business meetings held in classrooms. The Soroptimist House may be scheduled one Friday, Saturday or Sunday per month, and regularly scheduled Monday through Thursday. The University Student Union may be scheduled six times per month. Reservations by campus organizations and departments for the Soroptimist House and USU will be accepted up to one year in advance. The general public may reserve rooms no more than 12 months in advance.

EVENT RESERVATION FORM

An Event Reservation form reserving the facility must be filed only for events held in the USU or Soroptimist House. When scheduling facilities at the USU Conference and Events Center, the form will indicate all required documents and deadlines necessary to plan, schedule and confirm the event.

CLOSING HOURS FOR PROGRAMS

Scheduled programs and events end at midnight (11 p.m. in the USU) Sunday through Thursday, and at 1 a.m. (12 a.m. in the USU) Friday, Saturday and days preceding a holiday. The building or facility must be cleared by these hours. The USU is closed on Sundays.

STUDENT ORGANIZATION FOOD SALES

All food sales will be conducted in compliance with the City of Long Beach Health Department regulations. (See *Campus REGS*, Regulation VIII.) Preparation or storage of food in private homes is not permissible (See *Campus REGS*, Regulation VIII.)

FOOD SERVICE

Food for campus events may be purchased from The Grand at CSULB or, if the event is being held in the USU or the Soroptimist House, from a licensed restaurant or caterer. Student event planners must have a PRC in order to place an order with The Grand at CSULB.

BEER AND WINE SERVICE

Beer, wine and champagne may be served, for a maximum three-hour period at approved functions, under the supervision of the director of retail food service operations and, for student organization events, with the approval of the dean of students. **Application for services must be completed prior to the event.**

PHYSICAL SET-UP AND AUDIO VISUAL

Arrangements for set-up and A-V equipment in the USU and Soroptimist House are made with the USU Conference and Events Center by the deadline dates. Changes made after the 72-hour deadline are subject to availability of resources and a late fee charge. A-V equipment, such as a small sound system, is placed in the room one hour prior to event unless other arrangements are made. Advanced set-up time varies depending upon the equipment request.

PAYMENT OF FEES

An estimation of charges will be indicated on the Event Reservation form. Student organizations not funded by the AS must pay this amount two weeks prior to the event. If a student organization has received an AS grant for its program, the AS Business Office will issue an invoice for USU or Soroptimist House fees after the program has taken place. Failure to pay for services may result in loss of scheduling privileges.

SAFETY AND SECURITY

Programs in any venue with anticipated attendance of 300 or more, or 100 or more at the Soroptimist House, or those which warrant crowd control precautions, or student events where alcohol is served, will be required to obtain approval from University Police and the director, Student Life and Development. The organization may be required to hire additional security personnel. (See *Campus REGS*, Regulation VII.)

INSPECTION OF PREMISES

For purposes of safety and security of individuals and programs, authorized USU personnel may inspect the premises of any program in the USU or Soroptimist House.

CANCELLATIONS

Cancellations for CSULB groups must be made at the USU Conference and Events Center **prior** to the event date. To avoid late charges for the USU or Soroptimist House, meetings must be cancelled at least three